



The future belongs to those who can look at a challenge...and see an opportunity

Direct Commission Officer Course



Pre-Reporting Guide

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GENERAL INFORMATION

Welcome

Congratulations on your selection for the Direct Commission Officer (DCO) Program. You have successfully undergone close scrutiny and the Coast Guard believes that you possess the skills and exhibit the qualities that will make you an effective officer. This booklet will help you in arranging your personal affairs in preparation for the DCO Program and will tell you what to expect.

Who to Contact

If you have any questions about the DCO Program or encounter any travel problems, please call (860) 701-6887 at Coast Guard Officer Candidate School (OCS) and ask for the DCO School Chief.

Special Information for Indoctrination Students

The indoctrination period is both physically and mentally demanding. **Ensure that you physically train for indoctrination** to prevent injury and to enable you to complete the program.

REPORTING IN

Arrival Time

Indoctrination students must report to the Coast Guard Academy's Chase Hall (Officer Candidate School) at the date and time specified on their orders. Indoctrination students who already have Coast Guard Uniforms and are familiar with wearing them should report in Tropical Blue Long.

Students not involved with indoctrination should report to Munro Hall by 2200 on the date specified on their orders. Civilian clothing is acceptable for reporting to Munro Hall; uniform for class the following morning will be tropical blue long.

All students who do not yet have uniforms or are unfamiliar with how to wear a CG uniform should report in appropriate civilian attire.

Saturday Arrivals

We do not encourage Saturday arrivals. However, if you cannot avoid it, you must contact the Munro Hall guest quarters manager at (860) 444-8664 to make lodging arrangements for the extra nights of your stay. For additional assistance, contact the DCO school chief.

Records

You must hand-carry original or certified copies of the records listed below to establish the benefits for your dependents and to register your vehicle.

Personal Records (as they apply)

- Letter Orders from the Commandant
- Oath of Office
(Both of these will be mailed to you)
- DD-214 (Discharge Certificate)
- Marriage Certificate
- Children's Birth Certificate
- Child Support Documents
- Divorce Decree (member and spouse)
- Medical and Dental Records
- Shot Records

Vehicle Records

- Registration
- Title
- Proof of Insurance

If you are currently on Active Duty with another service, you **MUST** contact Academy Cadet Administration at (860) 444-8290 for instructions on your discharge.

**NON-INDOC
REPORT
HERE**

**MAIN
GATE**

**REPORT
HERE FOR
INDOC**

**PARK
HERE**

**U.S.
Coast Guard
Academy**



How to get to the Coast Guard Academy

Commercial Transportation

Commercial Transportation is available to the Coast Guard Academy (CGA) by three convenient means:

- by air
- by bus
- by railroad

Arriving by Air

There are three airports servicing the New London/Groton area. They are shown in preferred order of use, descending from most desirable to least.

AIRPORT	LOCATION	DISTANCE FROM CGA (MILES)
T. F. Green Intl Airport	Providence, RI	45
Bradley Intl Airport	Hartford, CT	50
Groton/New London Airport	Groton, CT	10

NOTE: Groton/New London Airport is not the most cost effective due to flight restrictions and should be used as a last resort.

Arriving by Bus

A Greyhound Bus Terminal is located at the Amtrak Station in New London; one and a half (1.5) miles from the CGA.

Arriving by Railroad

Amtrak provides daily service from all major cities in the U.S. to New London.

Local Transportation to the CGA

Modes of transportation to the CGA, their availability, and approximate costs.

Arrival Point	Mode	Approx. Cost	Availability
T.F. Green Int'l Airport	Taxi	\$120.00	Upon demand
Groton/New London Airport	Taxi	\$10.00	Upon demand
Bradley Intl Airport	Taxi	\$130.00	Upon demand
New London Train Station	Taxi	\$4.00	Upon demand

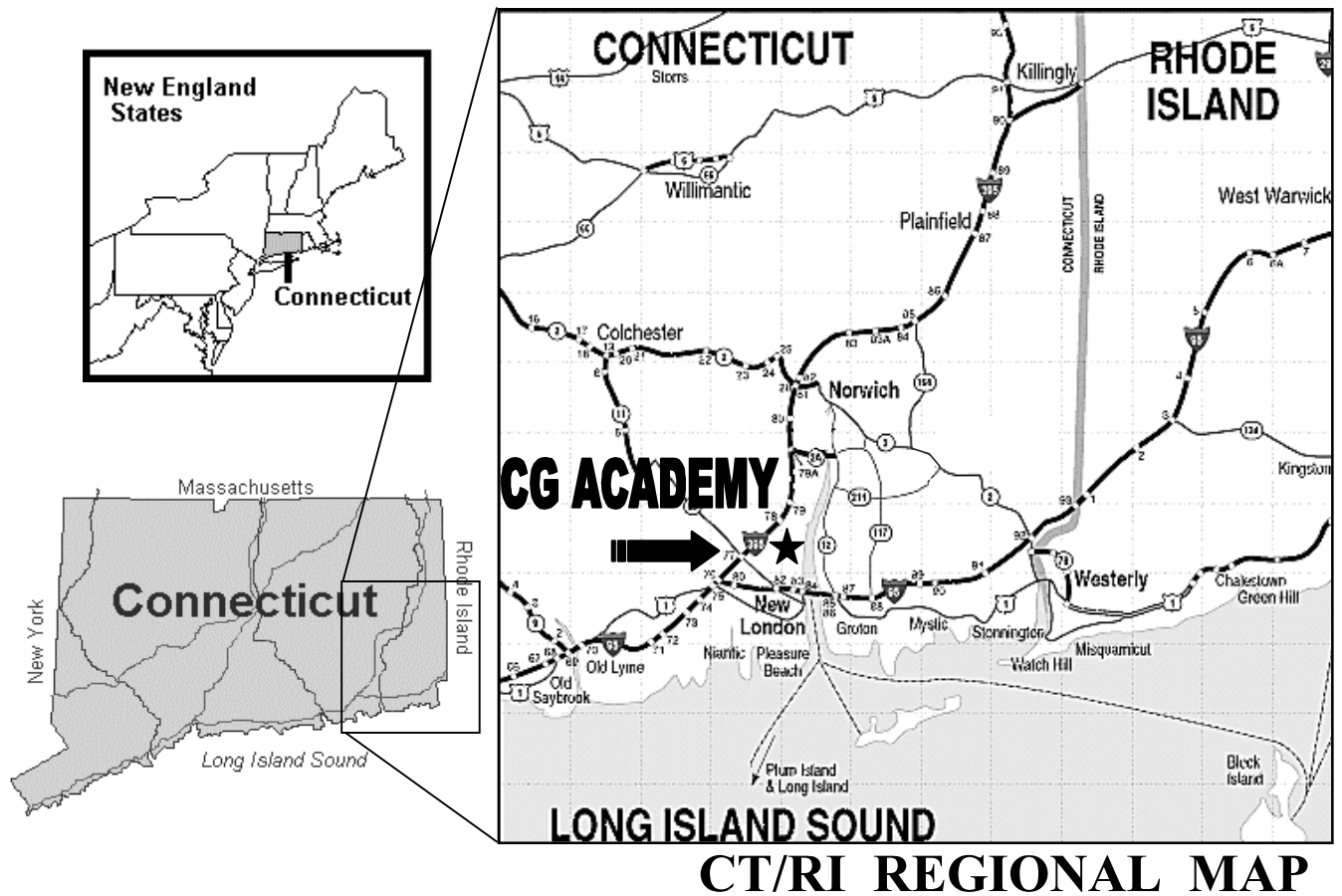
NOTE: Only personnel using Transportation Requests will be reimbursed for taxi fares. Rental cars are not authorized.

Arriving

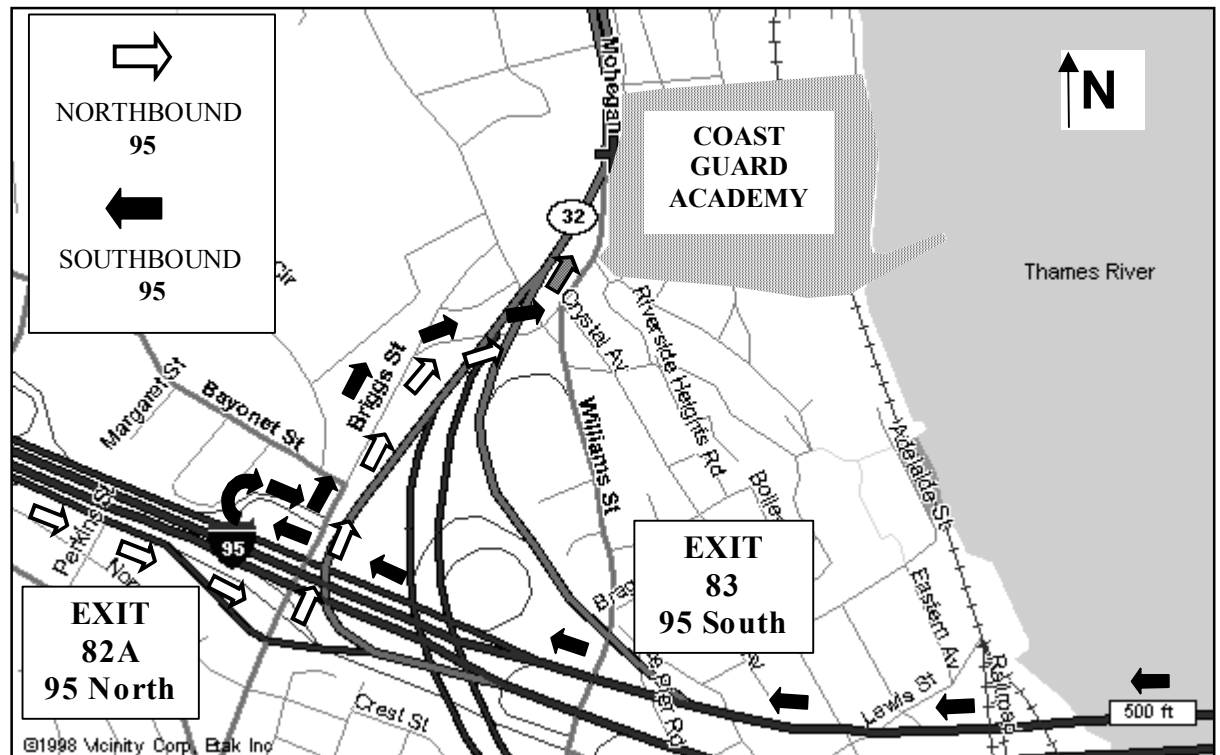
Only personnel specifically authorized to travel via privately owned vehicles will be reimbursed for their travel.

Directions to the CGA

Location	Directions
From Boston, MA & points East	Take I-95 South to Exit 83 (Frontage Road). Take Briggs Street Exit off Frontage Road. Turn left on Briggs Street at the traffic light at the top of the exit ramp. Continue on Briggs Street through two traffic lights. You will now be on Mohegan Avenue. The Academy's Main Gate will be on your right immediately after the second traffic light.
From New Haven, New York City & points West	Take I-95 North to Exit 82A (Frontage Road). Take Briggs Street Exit off Frontage Road. Turn left on Briggs Street at the traffic light at the top of the exit ramp. Continue on Briggs Street through three traffic lights. You will now be on Mohegan Avenue. The Academy's Main Gate will be on your right immediately after the third traffic light.



DOWNTOWN NEW LONDON



FINANCES

Total Cost

The total cost you can expect while you are at DCO School is approximately \$ 800 to \$1,500 depending on what optional uniform items you purchase. This is only an estimate for planning purposes.

What to Bring

It generally takes several weeks to receive your first officer paycheck. Plan accordingly to cover initial expenses and meals. You need access to approximately \$300 upon arrival (cash, check, and traveler's checks) for these initial expenses and Exchange purchases. An ATM is available on base. Visa and MasterCard are accepted at the Exchange and Uniform Shop. Your pay will be directly deposited into your checking or savings account by electric funds transfer, so be sure to bring a voided personal check.

Breakdown of Expenses

The following list does not include personal items you may need to purchase or liberty costs.

If you do not have uniforms, your uniform cost will be approx. \$800-\$1000. This amount must be paid in full at the time of purchase. The Uniform Shop accepts cash, traveler's checks, and most major credit cards. Again, your total output for uniforms and associated items throughout the program will be approximately \$800 to \$1500.

Following indoctrination, students will be required to pay for meals they attended during the indoctrination period. The projected cost of these meals is approximately \$50.

Expense	Amount
Uniforms (approx.)	\$900.00
Exchange (approx.)	\$150.00
Class Dues (approx.)	\$50.00
Meals (indoc students only)	\$50

UNIFORMS

Overview

The uniform is what identifies us as members of the Coast Guard. When we wear it, we are essentially walking advertisements for our service. Accordingly, our appearance must be impeccable at all times. The high standards set during the DCO Program reflect this need.

Uniform Requirements

Tropical Blue Long and Service Dress Bravo will be the uniforms for all classes. It is highly recommended that you bring a windbreaker. All students should also bring appropriate athletic attire (civilian or CG tee-shirts and shorts) and a pair of athletic shoes, as there will be a physical fitness element to the course.

If you are not attending indoctrination and do not own CG uniforms, they will be purchased and tailored during the first several days of classes. Until you are in uniform, you will be wearing civilian clothes to classes. Connecticut is generally cold in the winter, with temperatures in the 20s-40s; cool in the spring and autumn, with temperatures in the 40s-60s; and hot in the summer, though the evenings and mornings can be chilly.

Dress trousers, collared shirts and ties are appropriate for men; dresses, skirts or dress slacks for women. Jeans, t-shirts and athletic/court shoes are not considered appropriate attire for the classroom or the Coast Guard Dining Facility.

Initial Uniform Purchase Requirements – All DCOs

These uniforms will be purchased during your first week if you do not already own them. While you may choose to buy more of any items, this list provides the minimum required for officers new to the Coast Guard.

Belt, web, black - 2 (recommend nylon)
Buckle, brass – 2 (recommend 3 or 4)
Cap, garrison – 1
Cap, combination - 1
Coat, Service Dress Blue – 1
Device, Officer, garrison cap – 1
Insignia, collar - 2 pair
Insignia, trenchcoat - 2 pair
Nametag – 2
Ribbons, miniature and large medals – as required
Shirt, long sleeve, light blue – 1
Shirt, short sleeve, light blue – 4
Shirt, short sleeve, working blue – 1
Shoes, service, black leather – 1 pair
Shoulder Boards, enhanced – 1 pair
Shoulder Boards, hard – 1 pair
Socks, black – 6 pair (may be purchased beforehand)
Tee-Shirts, V-neck, white- 6 (may be purchased beforehand)
Trousers, Service Dress Blue – 2
Trousers, working blue – 1
Windbreaker – 1

Initial Uniform Purchase Requirements (Cont.)

Female DCOs

Crossover Tie, Blue – 2
Combo cap cover – (1 must be cotton) – 2
Hosiery, beige – 2 pair
Shirt, short sleeve, white – 1
Shoes, dress pump – 1
Skirt, dress – 1

Male DCOs

Device, Officer Combination Cap - 1
Necktie, blue – 2
Officer Combination Cap w/2 covers (1 cover must be cotton)- - 1
Shirt, long sleeve, white – 1
Tie Bar – 1

Additional Items For Indoctrination Students

You will need to bring with you (Indoctrination students ONLY):

- Towels (minimum of 2, preferably white)
- Washcloth (minimum of 1, preferably white)
- Bathrobe (optional, conservative in nature)
- Shower shoes
- 6 pairs white athletic socks
- 6 pairs black dress socks
- 6 white v-neck tee-shirts
- 6 pairs white underwear (flesh-colored undergarments authorized for females in lieu of white)
- 4 white or flesh-colored brassieres, at least one of them a sports brassiere (females)

PERSONAL APPEARANCE

Grooming Standards

All DCOs not meeting the standards in the Uniform Regulations will receive haircuts when they arrive. Costs are \$7.00 for a standard haircut and \$8.00 for those persons with long hair. Haircuts are not mandatory; however, they must meet the standards:

MEN: Hair will not touch the collar. Hair must be smoothly tapered from the lower hairline upward. The lower hairline will not be block or square cut. Hair will not touch ears or eyebrows. Bulk of hair will not exceed 1 1/2”.

WOMEN: Hair may not touch the bottom edge of the collar. Bulk of hair shall not exceed 2”. Exaggerated styles including those with extreme height are not authorized. Hair shall not in any case interfere with wearing of the military headgear. All hair accessories should be of a conservative nature and similar to hair color. Navy blue or black hair scrunchies are authorized.

CONTACT INFORMATION

While you are in New London, your mailing address will be:

Rank & Name

DCO Class ____ (insert class # here i.e. 4-03, 1-04, etc)

US Coast Guard Academy

41 Mohegan Ave

New London, CT 06320

During the indoctrination period, students do not have access to telephones or computers. If you are participating in indoctrination and need to be contacted in the event of an **emergency**, your family/unit can reach you by calling (860) 701-6887 or (860) 701-6880.

Messages can also be left for regular students via these telephone numbers.

During the first several days of classes, you will receive a computer password and temporary student email account that will allow you to access the Coast Guard Global Network and internetss.

DAILY ROUTINE

Daily Schedule

0525-0620	Calisthenics
0730	Personnel Inspection/Collateral Duties
0800-1200	Morning classes
1200-1300	Noon Meal Break
1300-1700	Afternoon classes

Most Academy services (dry cleaner, tailor, uniform shop, etc.) are open for business during the lunch hour.

Weekends

There *may* be some weekend classes, depending on Federal Holidays that may occur during your schedule; there will be no classes on Sundays or Federal Holidays. Unless otherwise required, liberty will be granted for the remainder of all other weekends. There will be no liberty during indoctrination.

Meals

Meals are not provided and must be purchased at the Coast Guard Dining Facility, Drydock (base snack bar), Officer's Club, or off-base restaurants. You will be paid a per diem rate of \$10.00 per day. You will be able to obtain advance per diem of approximately \$250.00 by the end of the first week. This will cover the cost of all your meals for the duration of the course.

COURSES OF STUDY

Courses

The DCO course is divided into two sections, which make up the academic and military aptitude portions of the curriculum. These sections are:

- Academics
- Leadership and Management (LAM)

DCO offers an invigorating academic curriculum with an emphasis on Coast Guard administration orientation and leadership training. Subjects offered are related to the tasks expected of a junior officer and are responsive to the needs of the service.

Academic Section

Overview

The Academic Section will provide you with “officer survival skills” and give you a look at the Coast Guard’s many missions. The curriculum shows how the service evolved, where it is now, and where it is headed. It also covers the ins and outs of Coast Guard administration.

Topics

Coast Guard History	CG Auxiliary
Public Speaking	Ranks & Rates
ICS 100 & 200	CG Organization
SAFE Supervisor	Military Justice
Career Opportunities	Collateral Duties
Enlisted Evaluations	Enlisted Advancements
Coast Guard Administration	Officer Evaluations
Civilian Personnel	Standard Work Station (computer)



Leadership and Management Section

Overview

The Leadership and Management Section is responsible for two functions:

- 1) Provide Students with a fundamental knowledge of leadership concepts, and
- 2) Develop civilians into Coast Guard Officers and assist prior enlisted personnel in making the transition from enlisted to officer.

Leadership

Formal lectures, discussions, case studies, and role-play are used to teach DCOs about the fundamentals of leadership. Throughout the program, student receives instruction on topics such as fellowship, honor & ethics, time management, performance, and situational leadership.

Physical Fitness

There will be a structured physical fitness program during the DCO course, so you will need to bring appropriate athletic attire. This program includes running, strength training and daily stretching exercises. Prepare physically before you arrive.

If you smoke, you are highly encouraged to quit before you arrive, as smoking is prohibited in all Coast Guard buildings.